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# NASA Procedural Requirements

**NPR 1371.2A**

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2008**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

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## **Subject: Procedural Requirements for Processing Requests for Access to NASA Installations or Facilities by Foreign Nationals or U.S. Citizens Who are Reps of Foreign Entities w/Change 1 (3/29/04)**

**Responsible Office: Office of Security & Program Protection**[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |  
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## **Chapter 3: Processing Visit and Access Requests**

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### **3.1 General**

In order to facilitate timely receipt and efficient handling of visits and assignments, each NASA Center Director will designate an International Visits Coordinator to be the specific point of contact responsible for receiving, coordinating, reviewing, and approving or disapproving such requests. Each Center Director shall take appropriate steps to inform Center personnel of the provisions and requirements of NPD 1371.5, this NPR, and supplementary local requirements concerning Center employees extending invitations to foreign nationals or foreign representatives to visit the NASA Center or Component Facility. Each Center Director also should take appropriate steps to inform Center personnel of local procedures for receipt, coordination, review, and approval of foreign visit and assignment requests.

### **3.2 Coordination and Review Within NASA Centers**

3.2.1 Upon receipt of a foreign visit or assignment request, the Center International Visits Coordinator will ensure its entry, review, and disposition using the NFNMS. All requests should be reviewed, as a minimum, by the Center Security Office, the Center Export Administrator, or designee, and the laboratory, organization or office to be visited, and if the visit is for a NASA contractor, by the Contracting Officer, Contracting Officer's Technical Representative, or Project Manager for the particular contract, as appropriate. If the visit or assignment involves a foreign national member of the news media, or a U.S. citizen news representative of a foreign entity, the additional review and concurrence of the Center Public Affairs Office is required.

3.2.2 A satisfactory National Agency Check with Indices (NACI) must be completed for each foreign national or U.S. citizen representative of a foreign entity whose approval for access to a NASA Installation will exceed thirty (30) days, including those that will only require intermittent access for a period in excess of 30 days. Additionally, a Space Act Agreement (e.g., international or other agreement), contract, grant, or other arrangement with the cooperating agency, employer, or other sponsor of a foreign national or foreign representative will normally be required for access of more than thirty (30) days to NASA Installations.

### **3.3 Coordination and Review with and within NASA Headquarters**

3.3.1 Like all access requests from or on behalf of foreign nationals or U.S. citizen representatives of foreign entities, requests from or on behalf of those individuals from or representing designated areas must be carefully reviewed and considered on the basis of significance to NASA, national interest and security, and reciprocity. Recommendation for approval of any such requests must be justifiable in terms of concrete benefits to NASA. Technology transfer considerations, both direct and incidental, must be taken into account. All such requests, including copies of all relevant correspondence, must be entered into the NFNMS and, as appropriate, forwarded promptly to the International Visits Coordinator, Security Management Division, Office of Security and Program Protection, NASA Headquarters, for final review and approval.

3.3.2 The Security Management Division, Office of Security and Program Protection, NASA Headquarters, will ensure the prompt review of and recommendation on each request and will consult, through the NFNMS, with the NASA Enterprise whose program area is the subject of the access request and the Office of Security and Program Protection. After review and determination by the NASA Headquarters Office of Security and Program Protection, the NASA Center or NASA Headquarters office initially receiving the request will be informed of the approval or denial decision. For Centers or Component Facilities, the Center International Visits Coordinator may then respond with the decision directly to the requestor.

### 3.4 Coordination between NASA Centers

3.4.1 If a requestor seeks to arrange access to several NASA Centers or Component Facilities, then the requestor must make separate application to each Installation. In instances where the requestor identifies that access is being sought to several NASA Installations, the Center International Visits Coordinators are encouraged to consult with each other to coordinate a NASA response. The approval or disapproval of access to one NASA Center or Component Facility will not be construed as approval or disapproval of access to other NASA Centers or Component Facilities.

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